



**COUNTY OF LOS ANGELES
OFFICE OF AFFIRMATIVE ACTION COMPLIANCE**

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Affirmative Action Compliance Officer

June 25, 1996

To: All Department/District Heads and
Presiding Court Judges

From: 
John Hill
Affirmative Action Compliance Officer

Subject: **BOARD OF SUPERVISORS MOTION ON SEXUAL
HARASSMENT PREVENTION**

On May 21, 1996, the Board of Supervisors unanimously adopted a motion instructing my office to work with County Counsel, Director of Personnel and Chief Administrative Officer to implement actions to mitigate the increasing number of sexual harassment claims filed against managers and the monetary costs associated with legal settlements of cases. These actions include preparing a statement to be signed by all County managers acknowledging they have received and have reviewed the County's Policy on Sexual Harassment, developing a training strategy to ensure that all County managers receive proper training on sexual harassment prevention, and rating Department Heads on their effectiveness in implementing the County's policy on sexual harassment. The following provides you with instructions on how these Board of Supervisors' adopted sexual harassment prevention measures will be implemented in your department:

County Managers' Signed Statement of Acknowledgement and Adherence to the
County of Los Angeles' Policy on Sexual Harassment

My office, in conjunction with the Director of Personnel and County Counsel have prepared the attached statement that all County managers are required to sign acknowledging that they have received and reviewed the County's sexual harassment policy and are aware of their responsibilities outlined in the Board of Supervisors adopted Policy on Sexual Harassment brochure. Enclosed is a supply of the brochure that must be given to each manager for his/her review prior to signing the statement. Please contact my office if additional brochures are needed for this purpose.

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I am requesting that you, as department heads, make the determination as to which individual classifications are management positions for compliance with this requirement. Please be advised that Employee Relations recommends consulting with unions before requiring any union represented employee to sign the statement to ensure that union negotiated memorandum of understandings are not violated. Regardless of whether the represented employee signs the statement, departments should note that the employee has been informed of his/her responsibility to adhere to the County's policy and are subject to all of its provisions. The signed statement must be filed in the employee's official personnel folder.

It is important that all your managers who sign the statement be advised of their personal responsibility to take corrective action in a timely manner when they identify incidences of sexual harassment or when a complaint has been filed. It is also important that managers be informed that failure to take prompt action, when they have knowledge of a sexual harassment complaint, subjects them to disciplinary measures ranging from oral and/or written warning to demotion, suspension, and/or discharge.

County-wide Strategy for Training All Managers on Sexual Harassment Prevention

My staff and Department of Human Resources staff are developing a train-the-trainer program to train appropriate staff within each department to become facilitators of sexual harassment prevention training for managers. The train-the-trainer strategy was identified as the most efficient and cost effective method for training all County managers in a timely manner. An added benefit of this strategy will be developing internal departmental training staff who will be available to train future new managers and expand the training to non-management employees. My staff will conduct a series of train-the-trainer workshops, using training curriculum currently used in existing sexual harassment training sessions conducted by my office. I recommend that your department begin identifying appropriate staff who can serve as facilitators of sexual harassment prevention training in preparation for our train-the-trainer program.

My target date for conducting the train-the-trainer program is September 1996; however, if in the interim you have special sexual harassment prevention training needs, please contact my office. Small departments, which may not have training staff available to participate, may consider contracting with my department for this service. A more detailed memorandum regarding this subject will be forthcoming.

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Department Head Performance Evaluations

The final action taken by the Board of Supervisors requires that I work with the Chief Administrative Officer to develop a rating factor that evaluates Department Heads efforts to effectively implement the Board's policy on sexual harassment. As you may be aware, rating #5 of your Affirmative Action Department Head Performance Goals for Fiscal Year 1995-96 deals with your compliance with policy directives, including sexual harassment. Therefore, in response to the Board's new directive to implement a separate rating factor on sexual harassment prevention, you will now be rated on the following: effective implementation of Board policy, efforts to initiate sexual harassment prevention training, and responsiveness to allegations of sexual harassment and complaints filed internally with my office, the U.S. Equal Employment Opportunity Commission, the State of California Department of Fair Employment and Housing, and/or other County, State, or Federal government enforcement agencies. I will be evaluating your performance in this area commencing with Department Head evaluations for Fiscal Year 1995-96 and goals will be required for this objective area for Fiscal Year 1996-97.

The Board of Supervisors has expressed its concern with the rising number of sexual harassment allegations, particularly those involving managers, or in situations where managers failed to respond to complaints in an effective and timely manner. The Board has also indicated that the significant monetary amount being paid out to settle sexual harassment cases is unacceptable. The above adopted Board of Supervisor actions concerning sexual harassment prevention pave the way for us as Department Heads to take the lead in dealing with this form of employment discrimination that cannot be tolerated in County government.

If your staff have questions concerning the implementation of these instructions, please have them contact Dennis A. Tafoya, Senior Deputy of my staff, at (213) 974-1384. I look forward to your assistance and compliance with this matter.

JH:DAT:LC
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Attachment

c: Each Supervisor
Chief Administrative Officer
County Counsel
Director of Personnel